

# The Holiday Club

## Out of School Club For Kids



## Information for Parents

### Contact

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## The Holiday Club Calton Primary School

The Holiday Club was established in 1992 it aims to provide a safe, stimulating, creative, child centred environment outside school hours for children aged 4 to 12, meeting the needs of the local community where possible. Parents and Carers will be able to leave their children safe in the knowledge that every child will be cared for by qualified, experienced, and friendly staff.

### Aims and Objectives

The objective of The Holiday Club is to provide a safe, caring and stimulating environment for children within the community. The Club provides a mixture of activities based around the children's age ranges and interests, and is run by dedicated, experienced staff who are fully trained in all aspects of child care including Safeguarding and First Aid. Parents and carers can feel confident in the knowledge that their children are well cared for in secure surroundings. The Club aims to enhance children's play by maintaining quality staffing levels and equipment which is added to and renewed regularly. The main aim is for children to have fun and enjoyment and for them to feel happy and confident. Children have free choice of activities and are encouraged to make their own decisions therefore encouraging self-reliance and building self-esteem.

### The Running of the Club

The Club is based at Calton Primary School.

The Breakfast Club operates from 7.30am to the start of school.

The After-School Club operates from close of school until 6pm.

The Holiday Club operates every school holiday from 7.30am until 6pm

Children will be collected from the reception area in their school by a member of the club staff. It would be helpful if parents and carers could let their child's teacher know if they are attending After School Club.

A register will be taken, and a range of healthy and nutritious refreshments offered.

The Club uses the annex at the back of the School and has use of the surrounding outside areas including the School field. The area allows us to organise both quiet and noisy activities to include reading, homework, craft, television and games and other pastimes. Children will be encouraged to take part in the planning and evaluation of group or individual activities.

Everyone at the Club will be expected to co-operate in helping to clear away activities they have been involved with as well as at the end of the session.

The Holiday Club believes that outdoor activities are extremely important for the children so will therefore give them the opportunity to go outside every day, except in a case of extreme weather which would make it unsafe to do so.

Regular communication between all involved with The Holiday Club ensures that we can monitor and evaluate our progress and ensure that we continue to offer an excellent level of service.

The Holiday Club – Calton Primary School is Ofsted Registered – EY479781

### **Admissions**

The maximum number of children attending the Club at any one session is 50. Admission will be on a first come, first served basis. Before any child attends we must have received a completed registration form which has been signed by the parent or carer.

### **Equal opportunities**

The Holiday Club will make every effort to ensure that it takes into account the individual differences and needs of all children attending the club. Therefore, the club will try to ensure that activities are as inclusive as possible or that activities will be adapted in the best way possible to meet the needs of the individual.

We endeavour to create a play environment which encourages equality amongst all children involved with us. We will do our utmost to meet the needs of these children and promote positive attitudes and relationships.

The Club is committed to equal opportunities in all areas of its work. It will reflect and meet the needs of the local community and promote equal opportunities for all.

## Fees and terms of payment

Fees should be paid weekly or monthly in advance by cash, cheque, childcare vouchers or via online transfer. Unless otherwise agreed with the Club Organiser.

Other than if there has been prior agreement, there will be no refund or reduction in fees for non-attendance.

Non-payment of fees could result in the loss of the child's place, unless there are special circumstances which have been communicated to the Club Leader

Session	Cost
<b>Term Time</b>	
Breakfast Club	£5.00
After School Club	£13.00
<b>School Holidays</b>	
Full Day - 7.30am - 6pm	£28.00
Full Day - Siblings	£26.00
Short Day - 9am - 3pm	£23.00
Short Day - Siblings	£21.00
Half Day AM - 7.30am - 1pm	£19.00
Half Day PM -12.30pm - 6pm	£19.00

Bank details are as follows:

Account name: The Holiday Club

Sort code: 20 33 83

Account number: 53505316 (Please use child's name as a reference)

## Security

Children attending The After-School Club will be collected from the school Reception by a member of the club staff.

On arrival at the Club, a register of children will be taken. Any children who are due to attend but are not there will be accounted for either through speaking to their teacher or contacting parents/carers.

Children will not be able to leave the Club unless they are collected by a person who is named on their registration form as authorised to collect. The need for parents/carers co-operation in this procedure is essential. If on a particular day someone other than the people named on their form needs to collect them this can be arranged by contacting the club organiser and setting up a password.

Children will not be allowed outside unless supervised by a member of the club staff. The playground and field will be restricted to specific supervised activities. Children will only be allowed in those parts of the school designated for the use of the Club and the premises will be made secure against unauthorised persons.

## Illness and medication

Unfortunately, children will not be able to attend if they have not attended school that day due to illness. If a child has developed diarrhoea, sickness, or any contagious illness during the school day, he/she will not be admitted.

The Club Leader will contact the parent or nominated adult if the school has not already done so. Were a child to become ill or have an accident at the Club, the Leader will contact the parent. It is essential that the Club has current telephone numbers.

Details of children taking regular medication must be put in writing to the Club Leader. All drugs must be clearly labelled and given to the Club Leader. We will only be able to administer medication with written consent from the parent/carer. We would record this in a medicine book and it would need to be read and signed upon collection of the child.

## Collection of Children

Hours of operation are until 6.00 pm.

As mentioned before under the heading security, only authorised people will be allowed to collect children. Anyone collecting a child will be asked to sign the child out.

Those collecting children should enter the School site through the double silver gates located at the front of the School on Calton Road.

It is important that children are collected on time as we only have use of the school premises up until 6pm, after this time the school will be locked.

In the event of any unavoidable delay please contact the Club. This enables us to reassure the child to prevent them becoming anxious or upset.

## Behaviour and Discipline

The Club will operate a friendly, open atmosphere with a non- authoritarian, non-aggressive approach. The Club would like the children to enjoy a home from home atmosphere, which will hopefully become an important part of their everyday lives. As in a home, children must be aware of what behaviour is expected of them. There are five positive rules for children

Be polite at all times

Always be kind, considerate, truthful, and friendly.

Do not cause harm or injury to anyone.

Take care of books, games, and toys.

Enjoy ourselves and have fun.

The club encourages children to think about their actions and how they impact others. We have always found that clear boundaries, setting a good example and realistic expectations are the best way to promote positive behaviour amongst the children in our care.

We may also use rewards for positive behaviour and sanctions if necessary for unacceptable behaviour.

Unacceptable behaviour will be discussed with parents/carers in an effort to resolve it. If such behaviour persists, three written warnings would be given, this may be followed by a temporary suspension or a permanent ban from the Club if necessary

## Health and Safety

Reasonable steps have been taken to ensure a safe and healthy environment at all times. All activities are well planned with the appropriate level of supervision. All equipment, furnishings and buildings are checked regularly to ensure safe standards are maintained.

Smoke alarms and firefighting equipment are in situ. Procedures for action in the event of a fire are prominently displayed and regular fire drills will be held.

A first aid box is accessible with trained staff to administer first aid. An accident book is kept, and parents/carers will be asked to sign if a child has an accident by way of acknowledgement that the facts recorded give a true record of the accident and treatment.

In the event of a major accident a parent/carer will be informed immediately and if he/she has not arrived at the Club when the ambulance is ready to depart, a staff member will accompany the child to hospital.

## Registration Forms

A registration form must be completed before each child attends. It is essential that if there are any changes in contact numbers or the nominated person collecting the child the Club is informed in writing as soon as possible.

## Booking forms and Conditions

Parents/carers will be required to complete a booking form which may be for either long or short-term bookings. Bookings should be made a week in advance where possible, but every endeavour will be made to accommodate a child at short notice. Bookings should be made either at the Club or by contacting the Club organiser.

If a child will not be attending the Club on a certain pre-arranged day the parents/carers are asked to contact us to let us know. Non-attendance at the Club for a week (or for whatever number of days the child normally attends during any one week) without any written or verbal communication with the Club may result in the loss of the place. Should you wish to cancel all or part of your booking we ask that you give us one month's notice in writing.

The Holiday Club operates on a 1:8 staff child ratio, when regular bookings are made, that place then belongs to you and will not be given to anyone else. This includes ensuring that the adequate number of staff are employed to care for the numbers of children expected. Therefore, we would ask that if your child has an odd day off due to illness or an appointment for example, that the fees for that session are still paid.

If for any reason you feel that this condition should not apply to your circumstances, please do not hesitate to contact the club organiser to discuss the matter further

## Complaints

The Holiday Club prides itself on its relationship with our users and we aim to offer the very best customer service, we are always happy to receive feedback and will always do our utmost to put right any issues which may arise.

Should any parent/carer have a complaint about any aspect of their child's care or the running of the Club, a mutually convenient appointment should be made with the Club Leader as soon as possible to informally discuss and agree a solution, and to complete a complaints form.

If the agreed solution does not solve the problem or if a parent/carer is still unhappy, they should then contact the Club Organiser.

If a satisfactory solution is still not found the Club's complaints procedure should be followed.

If you feel you would like to contact Ofsted who is our governing body, please find their details below.

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Telephone: 0300 1231231

## Policies and Procedures

Our full set of policies and procedures can be viewed any time at the Club. Alternatively, if you wish to receive a copy please contact the Club Organiser.

**Thank you for your enquiry**

**If you have any other questions or require any further information,  
please do not hesitate to contact us.**

**01452 304636  
07894354756  
thcglos@yahoo.co.uk**